



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

### Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

### About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

47. 825.

RULED BOOKS FOR THE SYSTEM

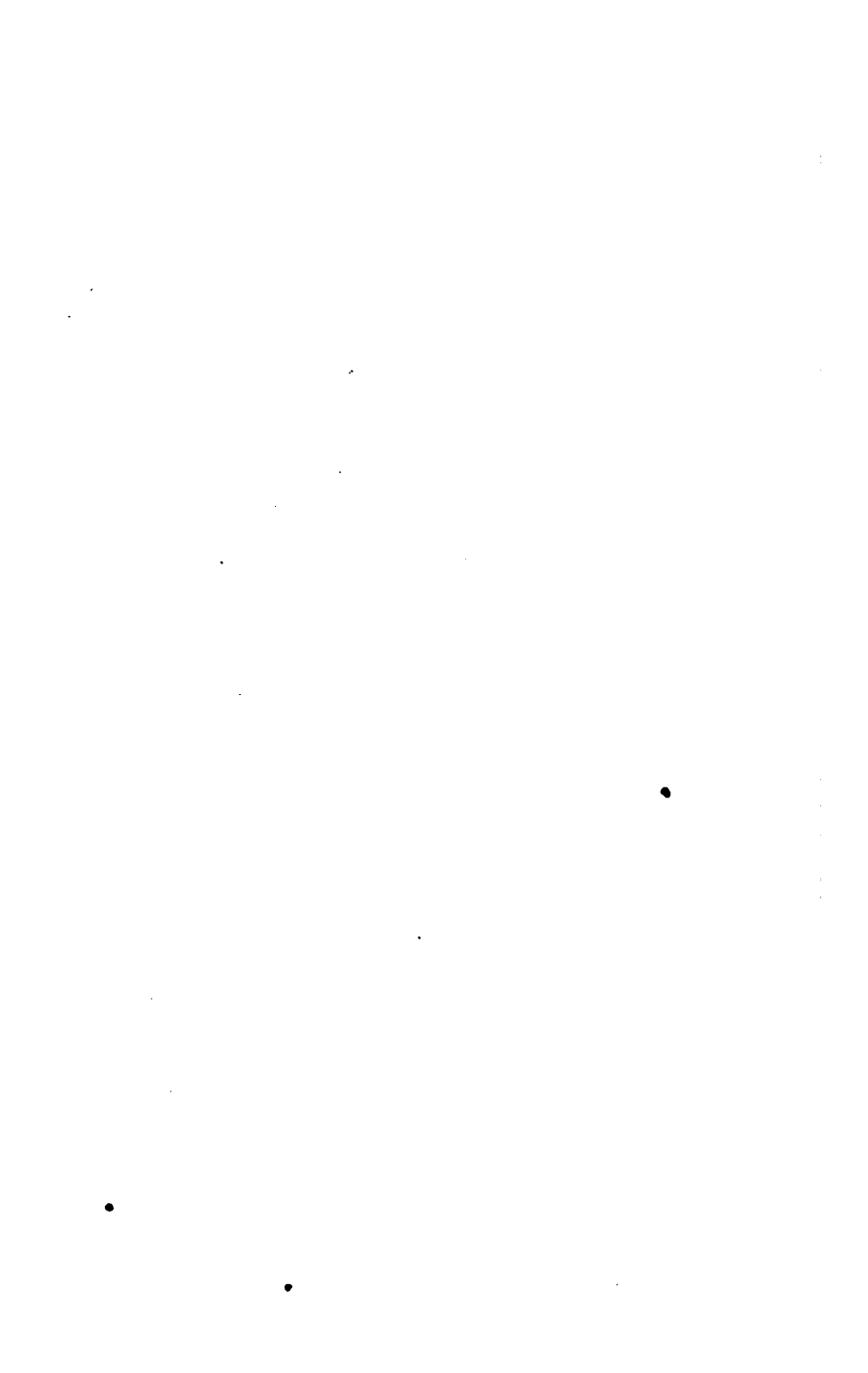
TO BE HAD OF

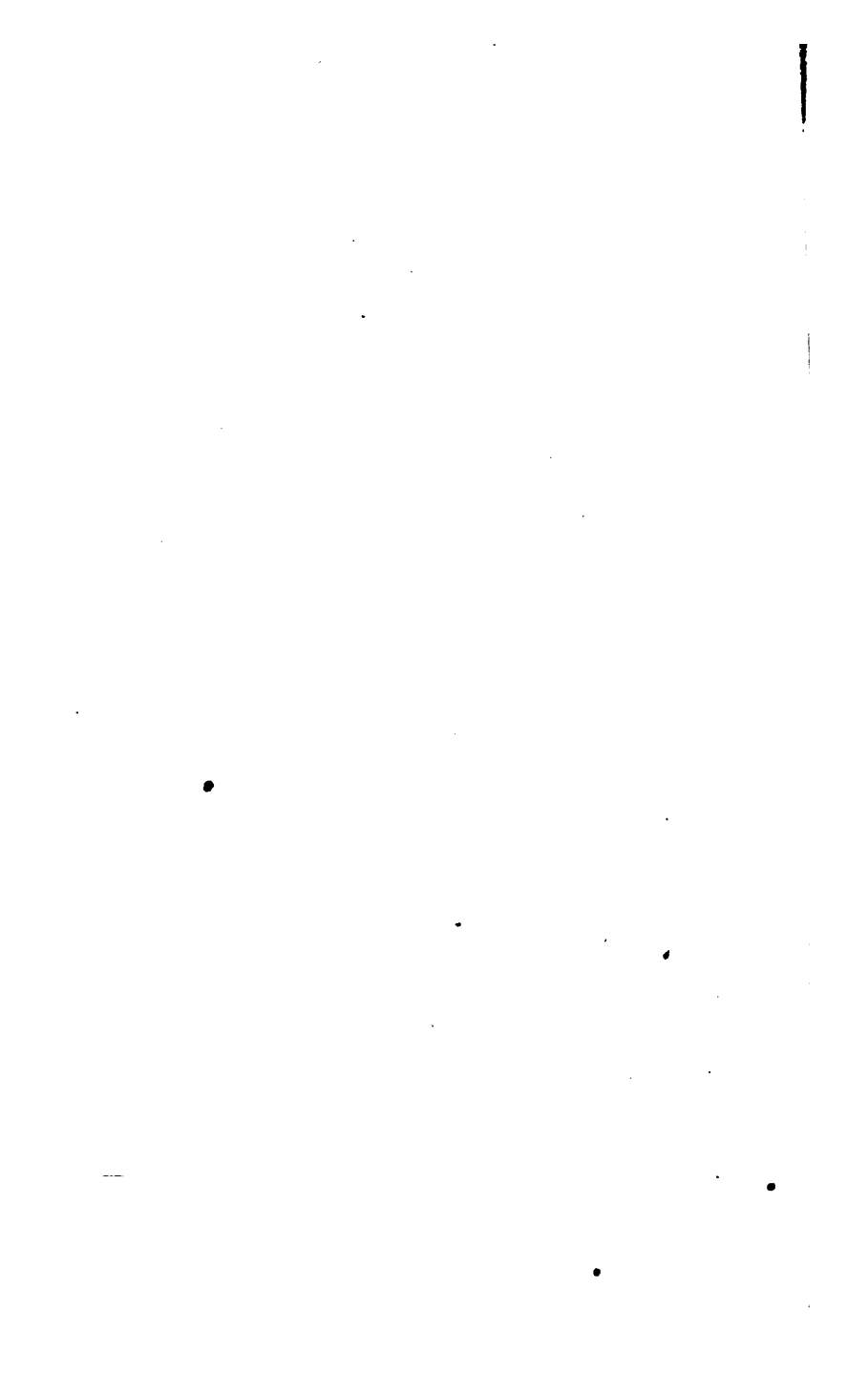
J. BUCKTON, PUBLISHER,

50, BRIGGATE, LEEDS,

WHOLESALE AND RETAIL.











TO THE  
RIGHT HON. LORD VISCOUNT MORPETH, M.P.,  
FIRST COMMISSIONER OF HER MAJESTY'S WOODS  
AND FORESTS,

*This System of Short Hand,*  
WHICH HAS OFTEN BEEN THE MEDIUM THROUGH  
WHICH HIS LORDSHIP'S ELOQUENCE  
HAS PASSED FROM THE HUSTINGS AND THE PUBLIC  
ASSEMBLY TO THE PRESS,

*Is (by Permission) Dedicated,*  
WITH THE HIGHEST ADMIRATION OF HIS BRILLIANT  
LITERARY ACQUIREMENTS  
AND DISTINGUISHED MORAL VIRTUES,  
BY HIS LORDSHIP'S  
VERY HUMBLE SERVANT,

THE AUTHOR.





## SHORT HAND.

---

IN venturing to write a system of Short Hand, I cannot be charged with want of experience in that I propose to teach ; and a knowledge of the daily practical advantage of the System, and the belief that most other Systems are much inferior in what is essential to an efficient Reporter, will form some apology for its publication.

I shall, throughout, endeavour to give practical instruction the precedence of theoretical elaboration.

Short Hand, as its name imports, is a shorter form of writing than the ordinary, or long hand.

The first requisite in forming a system, is to obtain the simplest possible alphabet, of the same extent, but of readier formation, than that used in common.

Any mark that is straight or inclined is the most easily made. Of these marks, therefore, as many as possible should be introduced into the alphabet. As a complete alphabet cannot be formed of them, it is requisite that they should be appropriated to the letters of most frequent occurrence in the construction of words.

---

The other marks most easy of formation are those derived from the circle, and in reference to these the same judicious disposition should be observed.

After these characters are exhausted, it is necessary to resort to others more or less of a compounded form. The most easy of these are those composed of the loop and the line, and of the loop and the semi-circle.

When the alphabet has been obtained, various modes of abbreviation may be resorted to. First, by characters of a smaller size, and then by thicker characters. The latter, however, should not be used except when attended with a positive advantage in the number of strokes employed. A frequent intermixture of thick and thin strokes, I am prepared to say, from extensive practice, always to some extent obstructs the freedom of the pencil, and in following a quick speaker the characters cannot always, even by those possessing superior manual dexterity, be kept sufficiently distinct and legible for facility, even if for accuracy, of transcription. These are considerations which, next to facility of writing, claim the attention of the efficient and practical stenographer.

Other plans of abbreviation are requisite, and will be hereafter explained; but the "secrets" of

verbatim reporting, which have formed the spell of "peddling" theorists, consist in facility of writing, readiness of perception, retention of memory, and confidence.

I flatter myself with having produced a theory one third shorter in writing, and more easy of attainment and transcription, than those used by the generality of persons of the same profession, and that it is of corresponding practical value I am confirmed by long experience and observation. That I have so far succeeded I believe its practical adoption will prove, and if that should be the case, it will be to me ample satisfaction and reward.

Illustrations of the whole of the information it is necessary to impart will be found in the annexed plates, which I shall endeavour briefly but intelligibly to explain.

## EXPLANATION OF PLATE I.

### COLUMN I

Contains the common English alphabet, divested of the vowels *a*, *e*, *i*, *o*, and *u*, which will be found with the corresponding Short Hand characters at the bottom of Column V.

## COLUMN II

Contains the Short Hand characters for the letters in Column I.

The formation of the letters, which must be commenced where the dot is placed, ought to be so well impressed upon the mind that they can be written and distinguished with facility. The letters for *r* and *d* are the same when alone, with the exception of *r* being more inclined, but they are readily distinguished in combination, by *r* being made upwards and *d* downwards, as the dot will shew.

The vowels (*a*, *e*, *i*, *o*, and *u*) are never written in Short Hand except at the beginning and end of words, and only then when strongly sounded.

By experienced reporters the vowels are almost wholly dispensed with, and the *sounded* consonants of a word only are written.

For example :—*Beside* is written by *bsd* (1), and *some* by *sm* (2)\*. *Enough* being sounded *enuf*, would be written by *nf*. On the same principle, *prophet* would be written by *prft*, and *sight* by *st*.

For a full list of all the joinings that can occur

---

\* All the figures refer to the numbers in Plate I, where all the words in the examples may be found in Short Hand.

in the letters of the alphabet, see Plate II.

Two letters of the same kind coming together, may be indicated by making the character larger. If a looped letter, the size of the loop may be increased.

### COLUMN III.

In this column, the consonant letters imply by their position the vowel sounds accompanying them in the formation of the monosyllables which the consonants represent. The vowels' positions descend from *a*, written at the top, to *e*, *i*, *o*, and *u*, each having a well defined place on or between the lines.

Accurately to attend to these positions, of course, ruled paper should be used, the thick lines being in red ink, and the centre lines in blue ink.

Above the upper centre line is *a*'s place, and any consonant written in that position implies that vowel's sound, as, *n* for *nay*, *s* for *say*, and *d* for *day*.

On the upper centre line is *e*'s position, and (as in the case of *a*) any word written on that line implies the sound of *e*, as, *m* for *me*, *s* for *see*.

*I* is implied between the centre lines, *o* on the lower centre line, and *u* below the lower centre line, in the same manner as *a* and *e* are implied by the other positions.

The principle upon which this column is based will be readily seen on referring to the plate.

Nothing in this column, except the positions of the vowels, need be committed to memory, and their arrangement is so natural and simple, that it requires no effort to impress it upon the mind.

#### COLUMN IV.

The words represented by the single letters in the various positions in this column, ought to be well practised and fixed in the memory.

In Column III, between the two centre lines, *by*, for instance, is expressed by the single consonant *b*, and the implied sound of *i*. The words in Column IV, however, being intended to be written by single consonants in the respective positions in which they appear, *b* between the centre lines stands for *bn* (or the word *been*, &c.), as well as the sound *bi*, or rather the words represented by that sound.

The same remarks apply to the other letters of the alphabet.

#### COLUMN V.

The principles of abbreviation embodied in this column are of extensive application, and require to be well understood.

In the first place, every letter written *short*, and of the *regular thickness*, implies that *r* follows it.

In the same manner, any letter written *short* and *thick*, implies that it is followed by *l*.

Examples are given opposite *b*.

Therefore *b* written thick and short, will represent the words *ball*, *bell*, *bill*, *bowl*, and *bull*, each of which may be distinctly indicated by writing it in the requisite vowel's position ; *f* written short and thick, will represent *fall*, *fell*, *fill*, *foul*, *full*, or any other word composed of the consonants *fl*, and so on with the other letters of the alphabet.

The letter *f* written *short* and *thin* will, on the other hand, represent, according to the positions, the words *far*, *fear*, *fire*, *for*, *fur*. It will also represent any other word having only the same consonants. This principle, likewise (in the same manner as the implied *l*) is applicable to every letter of the alphabet—every short thin letter implies *r*.

Not only do the short thick and thin letters imply respectively *l* and *r* when alone, but when in combination to form longer words. Examples (omitting the vowels) :—*Greater* (3), *gradual* (4), *proprietor* (5), *therefore* (6), *mournful* (7), *delightful* (8).

Opposite the letter *d* in this column, will be

found a half-sized letter of regular thickness, touching the bottom line, representing *drd*, or the words *dread*, *deride*, &c.

On reflection, you will perceive that this position necessarily arises from the half-sized letter implying *r*.

If you attempt to write *drd* between the lines, you will find that the small and large *d* will run into each other, and destroy the distinction.

Were it not for this position, therefore, *dread*, or its representative consonants *drd*, must be written as in No. 9 or 10, involving the necessity of taking off the pen, or forming three letters instead of one.

In cases where the word contains several consonants, which render it impossible for the writer to avail himself of this position, the implied *r* and the letter with which the small character would blend if united, may be indicated by taking off the pen. Examples:—*Traitor* (11), *retreat* (12), *recruit* (13), *endured* (14), *measures* (15).

The same remarks apply to the short thick letters. For example:—*Held*, or *hld*, may be written as at No. 16, instead of as at 17, 18, or 19. *Fatality*, or *ftlt*, may also be written as at No. 20, and *calculate* and *inutility* may be written as at 21 and 22.



Any short *thick* letter written (when alone) to touch the top line, implies that *l* precedes as well as follows it. Examples:—*Lawful* (23), *little* (24), *local* (25).

Any short *thin* letter written in the same position, implies that *r* precedes as well as follows it. Examples:—*Retire* (26), *refer* (27), *recur* (28).

Any letter preceded by a loop (if not forming when thus combined one of the regular letters of the alphabet), may imply that *spr* precedes. Examples:—*Spurn* (29), *spirit* (30), *suppress* (31), *spurned* (32)\*.

A regular sized letter made thick represents, in addition to itself, *str* preceding. Examples:—See *m*, *p*, *s*, and *t*, in the column (V) for *storm*, *stripe*, *stress*, and *street*.

Any long thick mark takes *ns* after it. Examples:—For *warns*, see *w* in the same column, *thrones* at No. 33, and *returns* at 34. The same mark may also imply *ns*.

In addition to all these modes of abbreviation, another important one remains.

Any letter, or combination of letters, written on the bottom line, implies that the word represented

---

\* The loop must be written contrary way when the approximation to a letter of the alphabet renders it necessary.

ends in *st*. Examples :—See *exist*, in the column opposite *z*, *fullest* (35), *spurnest* (36), *richest* (37), *poorest* (38), *interest* (39), *past* (40), *blest* (41), *most* (42), *first* (43), *trust* (44), *just* (45).

By the preceding modes of abbreviation, many hundreds of the most useful monosyllables and dissyllables in the language can be written by a simple stroke, while the principle enters extensively into the abbreviation of thousands of words of greater length.

#### COLUMN VI

Contains a list of the beginnings of words, called prefixes, or prepositions\*, which are to be represented by the consonants and vowels opposite which they are arranged. They are distinguished as prepositions by being disjoined from the rest of the words of which they form the component parts.

For an example of the way of using prepositions, see *recommend* and *recommend*, at No. 46

---

\* The vowel marks (when not used as prepositions) at the bottom of the column may be written disjoined or united. In either case it is necessary that they should be very small, in order to be distinct from the small double consonants. Any of the marks attached to *e* may be used for that letter. In practical verbatim reporting, as I have previously said, vowels, as such, are very seldom used.

and 47, the latter having the preposition disjoined. See also *accommodate* (48), *moderate* (49), *interpret* (50), *magnitude* (51)\*, *manifest* (52), *signify* (53).

### COLUMN VII

Contains a list of the endings of words, called terminations.

A termination requires to be written apart at the end of a word (in the same manner as prepositions are written apart at the beginning), but so near the rest of the word that it may readily be seen to form part of it. Examples:—*Document* (54), *testament* (55), *firmament* (56), *fearless* (57), *indulgence* (58).

*Sion* and *tion*, the most useful of all terminations, may be represented with great advantage by giving the preceding consonant an irregular junction with the former part of the word. Examples:—*Transaction* (59), *temptation* (60), *reformation* (61), *transgression* (62), *instruction* (63), *superstition* (64), *recommendation* (65), *consideration* (66), *condition* (67).

When *sion* or *tion*, with one additional conso-

---

\* The prefix *m* is represented by a dot.

nant, forms the whole of a word, the termination may be written by the letter *s*, as in *motion* (68), *occasion* (69).

The plurals of all the terminations may be indicated by making the representative characters higher up. Examples:—*Documents* (70), *testaments* (71), *superstitions* (72), *indulgences* (73), *temptations* (74), *transactions* (75), *recommendations* (76), *occasions* (77), *conditions* (78).

Other modes of abbreviation still remain.

The terminations *self* and *selves*, may be written as in *itself* (79), *myself* (80), and *yourself* (81).

The terminations *ent*, *ence*, and *end*, may be denoted by a loop at the end of a word. Examples:—*Send* (82), *tent* (83), *prevent* (84), *appearance* (85), *friend* (86).

At the end of words, *tn* or *dn* may be denoted by reversing the loop. Examples:—*Fortune*, (87), *appertain* (88), *sudden* (89), *misfortune* (90).

The letters *ng*, for *ing*, *ong*, and other terminations having only the same consonants, may be indicated by a loop with a thick finish. *Saying*, *seeing*, *sing*, *song*, and *sung*, will thus be represented by one mark, but they may be distinguished by the vowels' positions when necessary. See No. 91.

Should the centre lines be dispensed with in

writing, the proper positions may be so nearly indicated as to leave little doubt respecting any word required.

It is one of the great advantages of this system, that if the centre lines should not be used, and the positions abandoned, it still remains as intelligible as others, while at all times in words represented by a single mark, and often by two marks, it gives the writer the valuable power of removing any doubt in transcription by adopting the vowels' positions, when requisite.

This circumstance removes, at once, the greatest difficulty experienced by learners of the art.

The very brevity of the system, too, adds to its intelligibility. An instance of this is furnished by the fact, that while by other systems (Harding's, for example), the two consonants *f* and *r* are made of necessity to represent, without any method of distinction, the words *far*, *fear*, *fire*, *for*, and *fur*, this system places in the hands of the stenographer the power of writing them with the letter *f* only, with a distinctness equal to long hand.

When the lines are used, as I am of opinion they may be without any check in writing, and with great benefit in transcription, words consist-

ing of many consonants may be written as much in the centre of the lines as practicable.

But to proceed with further plans of abbreviation.

As a general principle, it may be laid down that in writing a speech, or discourse, its subject, and some of the principal words, may be represented by their first consonants.

For instance, at the meeting of any railway company, the words *railway* and *company*, as well as the name of the line, may be represented by their first consonants only, written on the top line to indicate that they are but the leading letters of words. See "*North* (92) *Western* (93) *Railway* (94) *Company*" (95). *Shareholders*, *plaintiff*, *defendant*, *prisoner*, *Corn Laws*, *Her Majesty's ministers*, *the New Poor Law*—nay, the opportunities are almost unlimited for this kind of abbreviation.

The double terminations, *endent* and *endence*, as in *dependent* (96), *repentance* (97), *sentence* (98), may be written by carrying the loop representing any of these single terminations through the preceding character.

It may be indicated by a cross junction. Examples:—*Neglect* (99), *inspect* (100), *reflect* (101), *retract* (102).

Words written by one consonant may sometimes, in cases where no difficulty could arise, be united. Examples:—*As it is* (103), *has been* (104), *may be* (105).

This mode of abbreviation ought only to be adopted with caution.

Again, the terminations *ity* and *ry*, may be represented under the preceding part of a word, and *ly* by a dot at the end. Examples:—*Infidelity* (106), *proprietary* (107), *necessary* (108), *anniversary* (109), *thoroughly* (110), *carefully* (111), *interestingly* (112), *universality* (113).

These terminations may be rendered plural by writing them above the preceding parts of the words.

Where a loop is the termination, the plural may be implied by making the loop larger.

A dot may signify *mony* or *nomy*, as *testimony* (114), *economy* (115), *economist* (116).

Besides these, there exists a mode of abbreviation by arbitrary marks. A few of these may be useful. They are not, however, offered as a necessary adjunct of the system. Their adoption or rejection is left to the discretion of the student. The different marks for the succeeding words will be found at the corresponding numbers in the plate (I).

- And, 117.  
 The, 118.  
 Of the, 119.  
 On the, 120.  
 To the, 121.  
 To be, 122.  
 At the, 123.  
 In the, 124.  
 Holy, 125.  
 Holy Ghost, 126.  
 And the, 127.  
 Glory, 128.  
 Heaven, 129.  
 The World, 130.  
 Earth, 131.  
 Notwithstanding, 132.  
 Nevertheless, 133.  
 Understand, 134.  
 Understanding, 135.  
 Established—ment, 136.  
 Individual, 137.  
 Principle—al, 138.  
 Sometimes, 139.  
 Parliament, 140.  
 Parliamentary, 141.  
 Within or Between, 142.  
 Already or Always, 143.  
 Introduce—tion, 144.  
 Anticipate, 145.  
 Ought or Having, 146.  
 Providence, 147.  
 Indefatigable, 148.  
 Nothing, 149.  
 General, 150.  
 Christ, 151.  
 Jesus Christ, 152.  
 As well as, 153.  
 I, (centre) *a* (top) dot, 154.  
 Also, 155.  
 Observe—ation, 156.  
 Represent—ive, 157.  
 Remark—able, 158.  
 Remember or Recollect, 159.  
 Particular, 160.  
 Peculiar—ity, 161.  
 Consequence—s, 162.  
 Circumstance—s, 163.  
 Think or Thank, 164.  
 Thankful, 165.  
 Connected—ion, 166.  
 Brethren—ers, 167.  
 Children, 168.  
 Contemplate—ion, 169.  
 Aristocracy, 170.  
 Agriculture, 171.  
 Gentlemen, 172.  
 England, 173.  
 Difficult—y, 174.  
 Distinguished, 175.  
 Character, 176.  
 Scripture—al, 177.  
 When, 178.  
 Important, 179.  
 Conscientious, 180.  
 Oppose—tion, 181.  
 Manufacture—r—y, 182.



Acknowledge, 183.	Happy, 191.
Accomplish—ment, 184.	Truth or True, 192.
Indomitable, 185.	They, Than ( <i>thn</i> ), Them, 193.
Thee, 186.	Together, 194.
Thy, 187.	Altogether, 195.
Thou, 188.	Steadfast—ness, 196.
Reason or into, 189.	Footsteps, 197.
Hope, 190.	

Such words as *understand*, *contemplate*, &c., in the above list, are not absolutely arbitrary, but are formed of the leading consonants of the words with cross or irregular joinings.

When a termination occurs of a very comprehensive character, the first consonant and such termination are often sufficient for the whole word, as *extraordinary* (198), *customary* (199).

In addition to this, it may be remarked, that when words are several times repeated in a sentence, they need not be re-written, but may be indicated after the first time by a caret (200), or by writing only the first consonants of the words omitted on the top line.

*Have*, *he*, and *had*, may be indicated by a dot written close to the preceding or following word or letter, *have* being written at the top, *he* in the middle, and *had* at the bottom, and similarly if a horizontal character. Examples —That *have*

(201), *have* it (202), that *he* (203), but *he* (204), right *had* (205).

Further abbreviations—*Have had* (206), *have been* (207), *he had* (208), *had he* (209).

Figures of the ordinary kind may be used, cyphers being represented by dots, and thousands by a stroke underneath. Examples:—*Two hundred* (210), *two hundred thousand* (211).

Notwithstanding the most extensive system of abbreviation in the formation of words, it is also often necessary in writing after a very rapid speaker, to leave out the unimportant words to be supplied on transcribing the notes. For instance, if necessary in order to keep pace with a speaker, we might write as follows:—"In beginning God created heaven earth. Earth was without form void darkness upon face deep."

When it can be done, it is the most safe to write every word uttered.

The only point necessary in writing Short Hand is the period, which may be written by an inclined stroke through the whole space between the lines (212).

## PLATE II.

This plate contains a full list of all the combinations of the letters of the alphabet. As it is merely intended for reference in cases of doubt, the characters are made somewhat small in order to save room.

## PLATE III.

This plate contains a specimen of writing, which requires no explanation.

## PLATE IV.

This plate contains specimens of writing by this System contrasted with Taylor's System as improved by Harding.

A comparison will, I think, clearly establish

the fact, that I have produced a System of Short Hand one third briefer, and more easy of transcription, than the most popular System extant.

A rather soft pencil, free from grit, is the best adapted for writing.

---

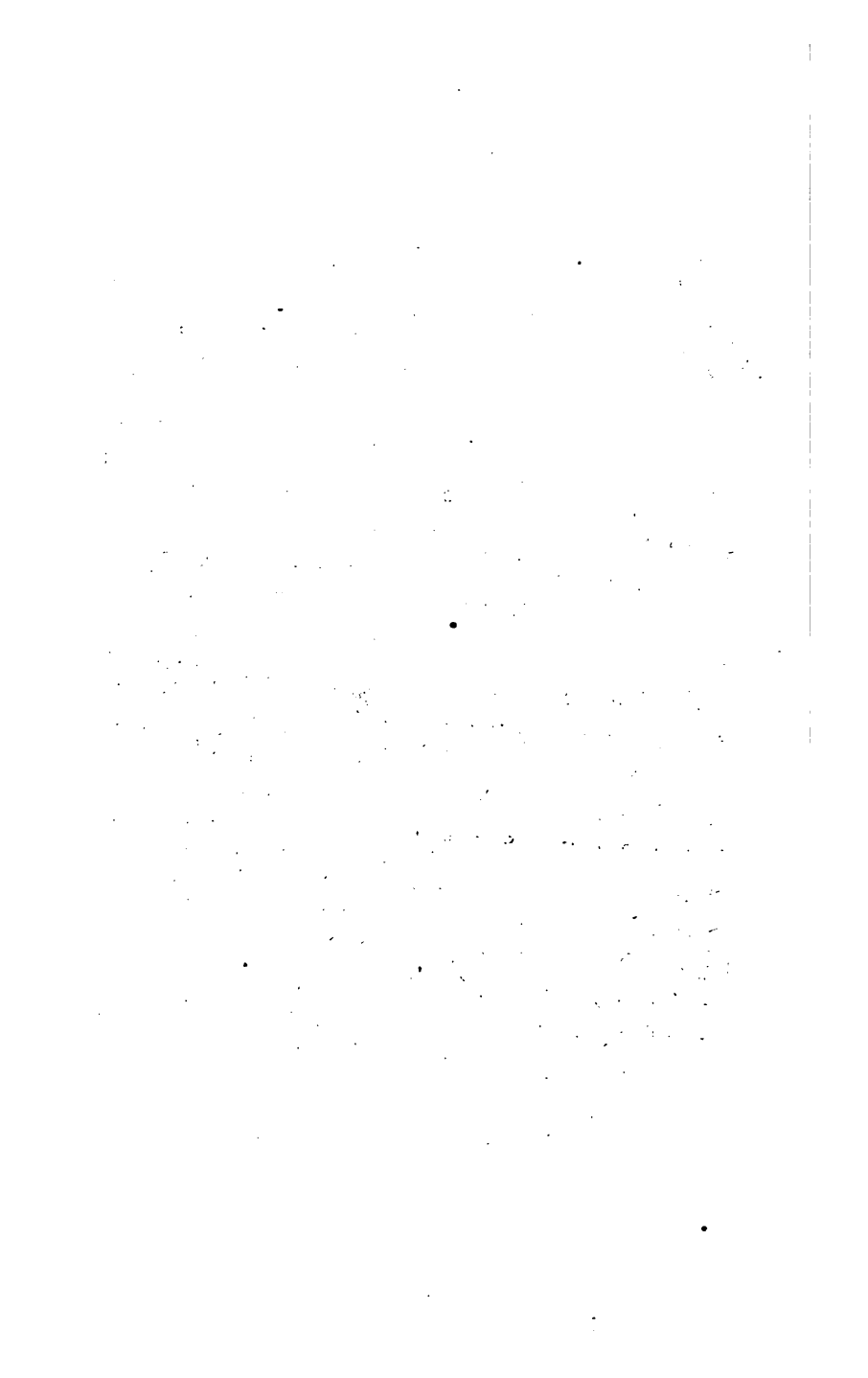
PLATE I.

Col. I	Col. II	Column III	Column IV	Col. V	Col. VI	Col. VII		1	2	3	4	5	6	7	8	9	10
Col.	Col.	Column	Column	Col.	Col.	Col.											
I	II	III	IV	V	VI	VII											
		by far more	less less in but less	less less in but less		but											
			can on could do come on	can on could do come on	adum- orn = orn =												
		day die do dive	did dit. done in.	did. done in.	dis = discre =	dom.											

Short  
tran-  
nt.  
  
the



gnd	h	k	l	m	n	p	q	r	second	z	v	w	x	y
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280	281	282	283	284	285
286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313	314	315
316	317	318	319	320	321	322	323	324	325	326	327	328	329	330
331	332	333	334	335	336	337	338	339	340	341	342	343	344	345
346	347	348	349	350	351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370	371	372	373	374	375
376	377	378	379	380	381	382	383	384	385	386	387	388	389	390
391	392	393	394	395	396	397	398	399	400	401	402	403	404	405
406	407	408	409	410	411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430	431	432	433	434	435
436	437	438	439	440	441	442	443	444	445	446	447	448	449	450
451	452	453	454	455	456	457	458	459	460	461	462	463	464	465
466	467	468	469	470	471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490	491	492	493	494	495
496	497	498	499	500	501	502	503	504	505	506	507	508	509	510
511	512	513	514	515	516	517	518	519	520	521	522	523	524	525
526	527	528	529	530	531	532	533	534	535	536	537	538	539	540
541	542	543	544	545	546	547	548	549	550	551	552	553	554	555
556	557	558	559	560	561	562	563	564	565	566	567	568	569	570
571	572	573	574	575	576	577	578	579	580	581	582	583	584	585
586	587	588	589	590	591	592	593	594	595	596	597	598	599	600
601	602	603	604	605	606	607	608	609	610	611	612	613	614	615
616	617	618	619	620	621	622	623	624	625	626	627	628	629	630
631	632	633	634	635	636	637	638	639	640	641	642	643	644	645
646	647	648	649	650	651	652	653	654	655	656	657	658	659	660
661	662	663	664	665	666	667	668	669	670	671	672	673	674	675
676	677	678	679	680	681	682	683	684	685	686	687	688	689	690
691	692	693	694	695	696	697	698	699	700	701	702	703	704	705
706	707	708	709	710	711	712	713	714	715	716	717	718	719	720
721	722	723	724	725	726	727	728	729	730	731	732	733	734	735
736	737	738	739	740	741	742	743	744	745	746	747	748	749	750
751	752	753	754	755	756	757	758	759	760	761	762	763	764	765
766	767	768	769	770	771	772	773	774	775	776	777	778	779	780
781	782	783	784	785	786	787	788	789	790	791	792	793	794	795
796	797	798	799	800	801	802	803	804	805	806	807	808	809	810
811	812	813	814	815	816	817	818	819	820	821	822	823	824	825
826	827	828	829	830	831	832	833	834	835	836	837	838	839	840
841	842	843	844	845	846	847	848	849	850	851	852	853	854	855
856	857	858	859	860	861	862	863	864	865	866	867	868	869	870
871	872	873	874	875	876	877	878	879	880	881	882	883	884	885
886	887	888	889	890	891	892	893	894	895	896	897	898	899	900
901	902	903	904	905	906	907	908	909	910	911	912	913	914	915
916	917	918	919	920	921	922	923	924	925	926	927	928	929	930
931	932	933	934	935	936	937	938	939	940	941	942	943	944	945
946	947	948	949	950	951	952	953	954	955	956	957	958	959	960
961	962	963	964	965	966	967	968	969	970	971	972	973	974	975
976	977	978	979	980	981	982	983	984	985	986	987	988	989	990
991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005
1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020
1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035
1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050
1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065
1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080
1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095
1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110
1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125
1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140
1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155
1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170
1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185
1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200
1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215
1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230
1231	1232	1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	1244	1245
1246	1247	1248	1249	1250	1251	1252	1253	1254	1255	1256	1257	1258	1259	1260
1261	1262	1263	1264	1265	1266	1267	1268	1269	1270	1271	1272	1273	1274	1275
1276	1277	1278	1279	1280	1281	1282	1283	1284	1285	1286	1287	1288	1289	1290
1291	1292	1293	1294	1295	1296	1297	1298	1299	1300	1301	1302	1303	1304	1305
1306	1307	1308	1309	1310	1311	1312	1313	1314	1315	1316	1317	1318	1319	1320
1321	1322	1323	1324	1325	1326	1327	1328	1329	1330	1331	1332	1333	1334	1335
1336	1337	1338	1339	1340	1341	1342	1343	1344	1345	1346	1347	1348	1349	1350
1351	1352	1353	1354	1355	1356	1357	1358	1359	1360	1361	1362	1363	1364	1365
1366	1367	1368	1369	1370	1371	1372	1373	1374	1375	1376	1377	1378	1379	1380
1381	1382	1383	1384	1385	1386	1387	1388	1389	1390	1391	1392	1393	1394	1395
1396	1397	1398	1399	1400	1401	1402	1403	1404	1405	1406	1407	1408	1409	1410
1411	1412	1413	1414	1415	1416	1417	1418	1419	1420	1421	1422	1423	1424	1425
1426	1427	1428	1429	1430	1431	1432	1433							





# PLATE III.

## Extract from a presentation Speech.

The Proprietary must feel sensible of the interest which the Secretary has from the

first manifested in furthering the welfare of their undertaking, and they

have thought this a proper opportunity of acknowledging their obligations to

him. On all occasions the Proprietors may be assured that the Directors

will exercise their best discretion in proposing rewards for extraordinary

diligence and merit. A more just and well deserved tribute

to a truly valuable officer has never been brought forward for consideration

The praise of our Secretary is universal. On his excellencies

it is perhaps not necessary further to dwell. They are far higher and

more exalted than those of many with greater pretensions and brighter prospects.



# PLATE IV.

Same Extract as in Plate 3<sup>rd</sup> Line for Line.

By this System.	By Hartings System.

Riches are not for ever, nor will the crown endure to all generations.

Deliver me from the proud in heart. Let me be with the poor in spirit.



Now Ready, SIXTH THOUSAND, Price 1s. 6d.,

THE DIFFICULTIES OF ENGLISH GRAMMAR REMOVED;  
or ENGLISH GRAMMAR SIMPLIFIED. Adapted for Schools  
and Self-Instruction. To which is added, A TREATISE ON  
PUNCTUATION.

BY J. BEST DAVIDSON.

---

#### OPINIONS OF THE PRESS.

"A third edition of a school book is presumptive evidence in its favour. We see no cause for questioning the verdict that has been pronounced upon this. It is written with *remarkable clearness*. Great pains have been taken to illustrate every rule by apt examples, and altogether it is a *very sensible* little book."—*The Critic*.

"This little book deserves its success. It is clearly constructed, and may be taken with advantage into the school course. The present edition is better and cheaper than the two former."—*Atlas*.

"This is a very useful little work. One part of it we would particularly recommend to the notice of our readers, viz.—the treatise on punctuation. There is nothing connected with literature so little understood, or so ill performed by the generality of people, as punctuation. Byron pathetically requests Murray to find a person who could "stop" for him; and, in many instances, the person appointed to that duty seems to have performed his task in a very so-so manner."—*Liverpool Mercury*.

"There are many sound thoughts in this little volume. Its arrangement is natural and clear; its definitions are simple, comprehensive, and just; and its theories interestingly illustrated by examples. On the moods and tenses of verbs, the information is copious; the criticisms on Murray, Lennie, &c., are legitimate and philosophical; and on the hitherto very loose system of punctuation, *Davidson's Grammar* is one of the best authorities with which we are acquainted."—*Sheffield Iris*.

"We have read the 'Treatise on Punctuation,' which contains an exposition, really both original and useful, of the principles of that humble though indispensable little art. If the other portions of it be as shrewd and sensible, the book must be a valuable addition to our English grammars."—*Manchester Examiner*.

"We have been much pleased with this work. The author has infused into it a degree of novelty which we could hardly have expected, on a subject generally considered to be so well worn as that of grammar. His treatise is replete with original views, all of which are unfolded in a familiar and perspicuous manner. As evidence of this, we may refer to the new theory of verbs, and to the observations on participles, pronouns, and adjectives. One of the great merits of the book is its intelligibility. The author appears to have a peculiar facility in disentangling the knotty points of his subject, and presenting his expositions in forms level to the capacity of the merest tyro. We need hardly say that this is an important quality in any educational work, and more especially in one meant to initiate the young into the somewhat uninviting mysteries of grammar. Nearly all the ordinary treatises, both for schools and self-instruction, are defective in this respect. They are dry, formal, and technical, trusting too much to the memory, and too little to the understanding of the learner, who very naturally becomes disgusted with the dull labour of getting rules by rote, to which he is unable to attach any definite meaning. The subject is much more likely to prove intelligible and attractive to the student as treated in the work before us, than as it is generally presented by writers on grammar; and we are convinced that conductors of academies might with advantage, both to themselves and their pupils, adopt Mr. Davidson's book. It is arranged so that the learner proceeds gradually from the more easy to the more difficult parts, and the rules, which are remarkable for brevity and simplicity, are distinguished from the explanatory matter, by being printed in a different and larger type. The work also contains an excellent practical treatise on punctuation. In conclusion, we may remark, that the work is admirably adapted for self-instruction. *We have no doubt that a competent knowledge of the subject may be acquired from it in one-fourth the time that would be necessary with the ordinary treatises; and the freshness of the style and the novelty of the views, render it a pleasant as well as a useful book.*"—*Leeds Times*.

"This is another contribution to facilitate the study of our own language, and is so constructed as to be both suitable for schools and self-instruction. The treatise on punctuation is at once novel and valuable."—*Bell's Weekly Messenger*.

"This is an exceedingly ingenious and yet easy method of simplifying English Grammar. Had we had such a book in our school-boy days, the learning of English Grammar would not have been the Parrot exercise that it too often was. Every thing is explained and familiarised, and we do not wonder therefore, to find that the book has already reached a third edition."—*Halifax Guardian*.

"The production of a Leeds gentleman, who has certainly succeeded in simplifying many things which recent grammarians have left difficult or obscure."—*Patriot*.

"A carefully prepared and useful manual."—*Watchman*.

"That this little manual has rapidly run into a third edition, is a fair proof that it is found useful; and in many respects it has considerable recommendations. The treatise on punctuation is sensible, and without dogmatism, dwelling more on practical considerations than on formal rules, which are apt to clash with one another and with custom."—*Leeds Intelligencer*.

"We will not be guilty of the impertinence of telling our readers, that it is a very fine thing to understand grammar, and that grammar is a science that is proper for every body to be acquainted with; because all readers know these matters quite as well as we do, and are, doubtless, as wishful to perform all sorts of duties to themselves as any advice of ours can make them. But, then, it is very difficult to acquire a full knowledge of the construction of our language, and of the most approved, proper, and scientific mode of using it in the structure of discourses, written or *visu voce*. Most writers on English grammar have defined their meaning clearly enough for the learned, but have left all as obscure for the tyro as darkness itself. Terms and technicalities are continually used without being defined, and till the learner can grope his way through the meaning of these intricacies, he receives no benefit. Cobbett, with every intention to be plain, confuses by the excess of his explanations. Mr. Davidson, the author of the work before us, has gone to work with every intention of doing that which he promises in his title-page; that is, of removing the difficulties of grammar and punctuation. He seems to have brought to his task a thorough understanding of his subject, and, in our opinion, he has succeeded admirably in giving simple and perspicuous explanations of matters which have been hitherto too much regarded as subtleties. His aim has been to destroy the mysterious encumbrances with which grammarians have delighted to load

the subject, and to lead the mind, step by step, to a right reasoning upon the naked and obvious facts relative to the value and use of words, and the rational mode of arranging them for the conveyance of ideas. Mr. Davidson's remarks on punctuation are valuable. We have seen many works on this subject, but no author that we remember has treated it so clearly and judiciously as the author of this treatise. We would advise all who are desirous of understanding this important subject to consult this new work. If the parties who wish for this sort of information be at all near equal in number to those who require it, the book ought certainly to have a most extensive sale."—*West-Riding Herald*.

"Mr. Davidson's Grammar will be found to contain a large amount of useful information directly available to those who are wishing to pursue a system of self-instruction. To such persons—and indeed to many intelligent individuals—the "Treatise on Punctuation" will also be found particularly useful. The remarks and illustrations in reference to the use of the 'dash'—a stop which has of late years been brought largely into use among authors and printers—are very full, judicious, and intelligible."—*Sheffield Mercury*.

"This is a revised and cheapened edition of Mr. Davidson's well-known grammar; its present price is only eighteenpence."—*Douglas Jerrold's Weekly Newspaper*.

"The feature of this Third Edition is an important one—much greater cheapness."—*Spectator*.





